

**1 MAY 2003**

**Civil Engineering**

**TRAVIS AIR FORCE BASE FACILITIES  
BOARD**



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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*. It establishes Travis Air Force Base Facilities Board and its working groups for the purpose of reviewing and making decisions concerning real property facilities and Civil Engineering Resources. It applies to all personnel assigned to Travis Air Force Base. The Facilities Board provides a forum and interface between leadership and supporting agencies to ensure Travis AFB plans and maintains quality facilities for mission accomplishment and support to people with emphasis on functional design, economy, and environmental compatibility.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. Facilities Board.**

1.1. Membership has been established by the Commander, 60th Air Mobility Wing (60 AMW/CC). Attendance at scheduled meetings is mandatory except when due to official absences. An appointed alternate will attend when the primary member is excused.

1.1.1. Voting Members:

- |   |            |
|---|------------|
| 1.1.1.1. 60th AMW Commander (Chairperson)     | 60 AMW/CC  |
| 1.1.1.2. 349th AMW Commander                  | 349 AMW/CC |
| 1.1.1.3. 60th Medical Group Commander         | 60 MDG/CC  |
| 1.1.1.4. 60th Mission Support Group Commander | 60 MSG/CC  |
| 1.1.1.5. 60th Operations Group Commander      | 60 OG/CC   |

1.1.1.6. 60th Maintenance Group Commander	60 MXG/CC
1.1.1.7. 60th AMW Director of Wing Staff	60 AMW/DS
1.1.1.8. 615th Air Mobility Operations Group Commander	615 AMOG/CC
1.1.2. Non-Voting Members:	
1.1.2.1. 60th Civil Engineering Squadron Commander	60 CES/CC (Advisor)
1.1.2.2. Chief, Engineering	60 CES/CEC
1.1.2.3. Chief, Resources	60 CES/CER
1.1.2.4. Chief, Environmental	60 CES/CEV
1.1.2.5. Chief, CE Operations	60 CES/CEO
1.1.2.6. Bioenvironmental Engineer	60 AMDS/SGPB
1.1.2.7. 60th Mission Support Group Deputy Commander	60 MSG/CD
1.1.2.8. 60th Operations Group Deputy Commander	60 OG/CD
1.1.2.9. 60th Maintenance Group Deputy Commander	60 MXG/CD
1.1.2.10. 60th Medical Group Deputy Commander	60 MDG/CD
1.1.2.11. 615th Air Mobility Operations Group Deputy Commander	615 AMOG/CD
1.1.2.12. 60th Operations Support Squadron Commander	60 OSS/CC
1.1.2.13. Chief of Wing Safety	60 AMW/SE
1.1.2.14. 60th Services Squadron Commander	60 SVS/CC
1.1.2.15. 60th Mission Support Squadron Commander	60 MSS/CC
1.1.2.16. 60th Security Forces Squadron Commander	60 SFS/CC
1.1.2.17. 60th Communications Squadron Commander	60 CS/CC
1.1.2.18. 60th Comptroller Squadron Commander	60 CPTS/CC
1.1.2.19. 349th AMW Mission Support Group Deputy Commander	349 MSG/CD
1.1.2.20. Chief, Military Family Housing	60 CES/CEH
1.1.2.21. Maintenance Group Facilities Manager	60 LSS/LGLOP
1.1.2.22. Operations Group Facilities Manager	60 OG/RM
1.1.2.23. Mission Support Group Facilities Manager	60 AMW/DSE
1.1.2.24. AMOG Facilities Manager	615 AMOG/
1.1.2.25. Wing Staff Facility Manager	60 AMW/CCX
1.1.2.26. Tenant Facility Managers as required	60 AMW/DSE
1.1.2.27. Medical Group Facilities Manager	60 MDSS/SGSLF
1.1.2.28. Community Planner (Recorder)	60 CES/CECP

1.1.2.29. Chief, Base Development	60 CES/CECP
1.1.2.30. Fire Chief	60 CES/CEF
1.1.2.31. 60th AMW Wing Plans Officer	60 AMW/XPL
1.1.2.32. Resident Officer In Charge of Construction	ROICC/CC
1.1.2.33. 60th AMW Senior Enlisted Advisor	60 AMW/CCC
1.1.2.34. 349th AMW Facilities Manager	349 MSG/CDF

## 1.2. Alternates.

1.2.1. Deputy Commanders (Wing/Group) vote for their respective Commanders in their absence.

## 2. Working Groups.

2.1. The Chairperson of all Facilities Board Working Groups will be the Deputy Commander of the Mission Support Group. The member or the officially designated alternate will attend working group meetings. As a minimum, Facilities Board Working Groups will include the Real Estate Working Group, Programs Working Group, and Work Order Prioritization Committee. 60 AMW/CC may establish or disband additional working groups such as Facilities Assessment, Physical Security, Construction Execution or Energy Conservation.

## 3. Real Estate Working Group (REWG).

3.1. Reviews all matters concerning facility utilization, leases, in-out-grants, tenant agreements, demolition plan, construction related relocation plan, condition codes and related items and makes recommendations to the FB for approval. Meets as required (date, time and location determined by the chairperson. Members include:

### 3.1.1. Voting Members:

3.1.1.1. 60th MSG Deputy Commander (Chairperson)	60 MSG/CD
3.1.1.2. 60th OG Deputy Commander	60 OG/CD
3.1.1.3. 60th MXG Deputy Commander	60 MXG/CD
3.1.1.4. 60th MDG Deputy Commander	60 MDG/CD
3.1.1.5. 349th AMW MSG Deputy Commander	349 MSG/CD
3.1.1.6. Air Mobility Operations Group Deputy Commander	615 AMOG/CD
3.1.1.7. 60th AMW Deputy Director of Wing Staff	60 AMW/DSD

### 3.1.2. Non-Voting Members:

3.1.2.1. 60th CS Commander	60 CS/CC
3.1.2.2. 60th SVS Commander	60 SVS/CC
3.1.2.3. 60th MSS Commander	60 MSS/CC
3.1.2.4. 60th AMW Wing Plans Officer	60 AMW/XPL
3.1.2.5. Chief, Engineering	60 CES/CEC

3.1.2.6. Chief, Base Development	60 CES/CECP
3.1.2.7. Chief, Environmental	60 CES/CEV
3.1.2.8. Chief, Resources (Recorder)	60 CES/CER
3.1.2.9. Community Planner	60 CES/CECP
3.1.2.10. Fire Chief	60 CES/CEF
3.1.2.11. 60th AMW Weapons Safety Officer	60 AMW/SEG

#### **4. Programs Working Group (PWG).**

4.1. Acts as corporate review and approval panel for recommended priorities on all construction project categories prior to presentation to the Facilities Board. Meets at the request of 60th MSG Deputy Commander. Make recommendations to the Facilities Board for approval. Members include:

##### **4.1.1. Voting Members:**

4.1.1.1. 60th MSG Deputy Commander (Chairperson)	60 MSG/CD
4.1.1.2. 60th OG Deputy Commander	60 OG/CD
4.1.1.3. 60th MXG Deputy Commander	60 MXG/CD
4.1.1.4. 349th AMW MSG Deputy Commander	349 MSG/CD
4.1.1.5. 615th Air Mobility Operations Group Deputy Commander	615 AMOG/CD
4.1.1.6. 60th MDG Deputy Commander	60 MDG/CD
4.1.1.7. 60th AMW Deputy Director of Wing Staff	60 AMW/DSD

##### **4.1.2. Non-Voting Members:**

4.1.2.1. Base Civil Engineer	60 CES/CC
4.1.2.2. Chief, Base Development (Recorder)	60 CES/CECP

#### **5. Work Request Review Panel (WRRP).**

5.1. A review and approval body which reviews work requests and decides how work should be accomplished-contract, self-help, or in-house. Approves/disapproves those requests within the repair and maintenance authority of the CES commander. Recommends priorities in other requests and forwards to the Programs Working Group and Facilities Board. Meets bi-weekly and forwards a record of its actions to the Programs Working Group and Work Order Prioritization Committee for review. Members include:

- 5.1.1. Base Civil Engineer (Chairperson).
- 5.1.2. CE Operations Flight Commander (appropriate CEO shops).
- 5.1.3. Chief of Engineering (appropriate CEC agencies).
- 5.1.4. Chief of Planning (CEO).
- 5.1.5. Mission Support Group Facility Manager.
- 5.1.6. Operations Group Facility Manager.

- 5.1.7. Medical Group Facility Manager.
- 5.1.8. Maintenance Group Facility Manager.
- 5.1.9. Wing Staff Facility Manager.
- 5.1.10. Tenant Facility Managers as required.
- 5.1.11. Environmental Management Work Request Review Official.
- 5.1.12. Wing Safety Work Request Review Official.
- 5.1.13. Fire Department Work Request Review Official.
- 5.1.14. 615th AMOG Civil Engineer.

## **6. Work Order Prioritization Committee (WOPC).**

6.1. The WOPC reviews open prioritized work requests from each group, which can be accomplished with in-house resources or through a service contract. The WOPC provides a prioritized list of ten work orders for Facilities Board approval. Members include:

- 6.1.1. 60th MSG Deputy Commander (Chairperson).
- 6.1.2. 60th OG Deputy Commander.
- 6.1.3. 60th MXG Deputy Commander.
- 6.1.4. 60th MDG Deputy Commander.
- 6.1.5. 60th AMW Deputy Director of Wing Staff.
- 6.1.6. 349th AMW MSG Deputy Commander.
- 6.1.7. 615th AMOG Deputy Commander.
- 6.1.8. 60th CES/CEO (Advisor).

## **7. Meetings.**

7.1. The Facilities Board will meet as often as required, but at least once each quarter. Meetings will be called at the discretion of the Chairperson. Members will receive an agenda and minutes of the previous meeting before each Facilities Board or working group meeting. Meeting dates, times, and places will be announced by email and wing calendar.

## **8. Responsibilities.**

- 8.1. Responsibilities of the Facilities Board are identified in AFD 32-10, Section 2.7.3.
- 8.2. Review and act upon working group recommendations.
- 8.3. Approve project priorities comprising the Real Property Maintenance by Contract (RPMC) Program, Privatization, NAF, DESC, MILCON, BRAC and Medical Programs.
- 8.4. Approve siting of new facilities and direction of future base development.
- 8.5. Establish/approve policies and plans for future base development.

- 8.6. Ensure construction, work orders, and real property planning correspond with Facilities Investment Matrix ratings, Travis 2020 Plan, or other long-range community planning documents.
- 8.7. Use of existing facilities.

DENNIS M. MCCARTHY, Col, USAF  
Director of Wing Staff

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

Air Force Policy Directive 32-10, *Installations and Facilities*